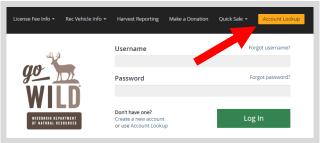
## **HOW TO: Complete your registration in Go Wild**

## STEP 1: Log into your Go Wild account

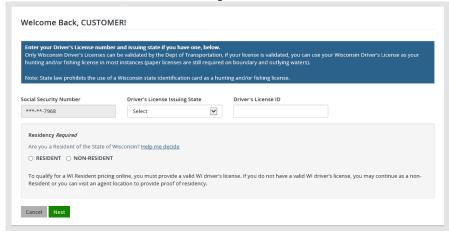
• **Visit the website gowild.wi.gov**. If you have already set up a username/password for your account, you may log in directly using that. If you have not yet created a username/password, use the "Account Lookup" option to search for your account or create a new account if necessary.



• **Access your Account** - Search for your existing customer record using one of the four personal information options on the left. Or enter your username and password for your account if you have already created one.



• **Welcome Back!** Enter your <u>driver license</u> information (optional). If you do not wish to enter your driver license, leave both the DL state and DL number blank. Next indicate your state residency (Wisconsin resident or nonresident). If you are unsure of your state residency, select the <u>Help me decide</u> link. *Note: To change your residency from nonresident to resident, all customers age 18 and over must include a WI driver license number.* 

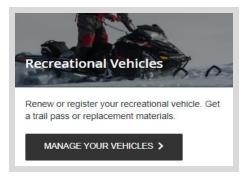


• **Review Summary.** Check your personal information for accuracy. If changes need to be made, select the Edit icon. If everything is correct, select the button.

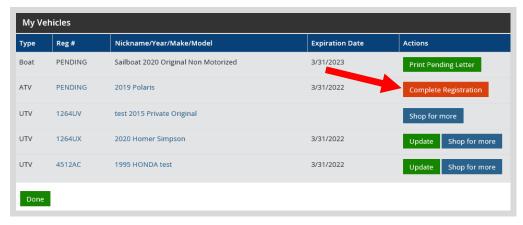


## **STEP 2: Select your vehicle**

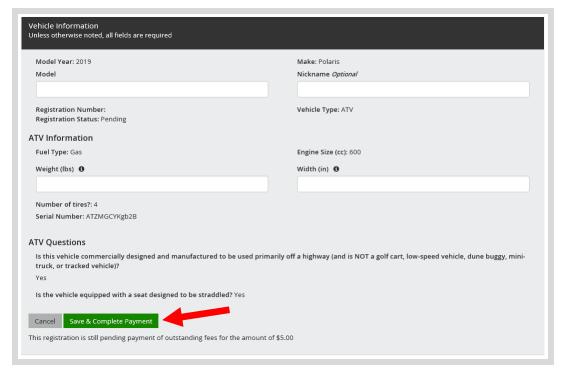
 Customer Homepage. Locate the Recreational Vehicles section and select the MANAGE YOUR VEHICLES button.



• **My Vehicles.** Find the vehicle and select the "Complete Registration button". If you only owe a payment on your registration, the button will say "Complete Payment"



• **Edit Vehicle Information.** Complete all required fields with missing vehicle information and select the "Save" option at the bottom and your vehicle will be processed and your registration materials will be printed and mailed. Note: If your vehicle transaction also requires additional payment, select the "Save and Complete Payment" button to proceed and make your payment.



## STEP 3: Make payment and print your temporary operating receipt

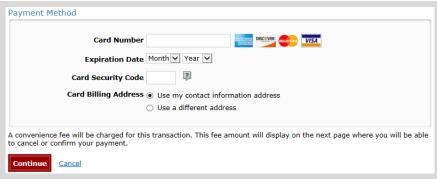
• **Shipping Details**. Enter the location you would like your items shipped and select NEXT. *Note: The system will check the address for any errors and recommend address adjustments if necessary.* 

First Name Required	Middle Name	Last Name Required	Suffix	
Organization	Phone Number	Email Address		

• **Donations:** Make a donation to the Cherish Wisconsin Fund. You may select one of the predetermined amounts or select Other to enter in a specific amount.



- **Make Payment.** Check the screen for reminders and confirm the total. A convenience fee of 2% will be added to your total when a credit card is used. Select Make Payment when ready.
- **Payment Processing.** Scroll to the bottom and enter your credit card (or checking account) information. Select the red <u>Continue</u> button when finished.



- **Review Payment.** The last step before the purchase is final. Confirm your payment details, payment method, Billing address, and contact info on the screen. Select confirm to continue.
- **Confirmation.** <u>IMPORTANT!</u> Your purchase is final, but you are not done yet! Copy down the confirmation number or print the screen. Then select the red <u>Continue To State Website</u> button to return and print your license documents.



• **Printing your license.** Now back in the Go Wild site, scroll down all the way to the bottom and select the Receipt and License Documents button and open the documents for printing. You must carry this printed temporary operating receipt while you operate until your materials arrive via US Mail.